



Training Guide

YOUR GUIDE TO CONDUCTING A SUCCESSFUL STAFF DEVELOPMENT WORKSHOP
ON DISCOVERY EDUCATION *unitedstreaming*

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If you have questions or need assistance, please contact us at 1-800-323-9084 or e-mail: support@unitedstreaming.com.

NOTE

Due to ongoing enhancements to *unitedstreaming* features and content, some differences may exist between this Training Kit and the current website. Find the latest version of this guide, downloadable from the website, under Professional Development / Trainer's Toolkit.

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Training Kit Overview



How to use this Kit

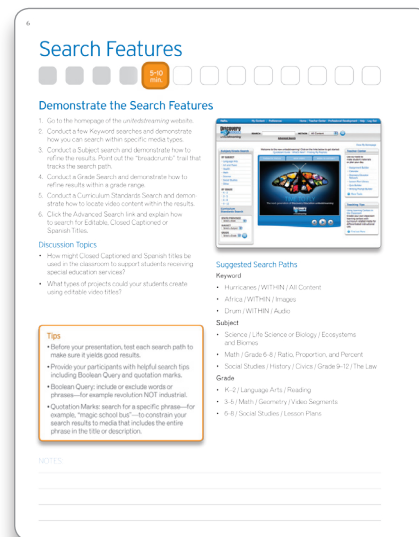
The Discovery Education *unitedstreaming* Training Kit was created to assist educators and staff development professionals in delivering a one- to two-hour presentation or demonstration on the *unitedstreaming* service. It is meant to be a guide and should be adapted to meet the diverse needs and styles of presenters and participants.

Each section of the guide contains basic talking points and expanded discussion topics and questions. Depending on the length of your presentation and the needs of your audience, you may choose to spend more time on certain areas of the site. The Discussion Questions can help guide that experience. If you are presenting in a computer lab, include opportunities for participants to gain hands-on experience with *unitedstreaming's* tools and features.

Using the Training Guide

Accompanying this guide is a CD-ROM. Here you will find an electronic version of the Training Guide and the corresponding "Getting Started with *unitedstreaming*" *PowerPoint* presentation. This printed Training Guide includes content and talking points to help you use the *PowerPoint* presentation. A number of text and graphic features make this guide easy to use:

1. Snapshots of the *PowerPoint* slides are provided on each page so that you know which talking points belong to which slides.
2. Screen shots of the *unitedstreaming* website are also included so that you know which talking points belong to specific areas of the website.
3. Training Tips and technical information are offered in sidebars.
4. Suggested talking points and discussion questions are adjustable based on the length of your presentation.
5. A timeline is provided on the top of each page to help you pace the workshop.
6. Supplemental resources and handouts are provided in the Staff Development Workshop Materials section of the Training Kit and on the CD-ROM.



CD-ROM Features

In addition to training resources, project and lesson examples and Discovery Educator Network trainer resources; the CD-ROM contains two other useful *PowerPoint* presentations:

- Full Training Presentation
This comprehensive presentation contains screen shots of the *unitedstreaming* website and can be used with or without Internet access.
- *unitedstreaming* New Features, June 2006
This presentation covers the features and tools that are new to *unitedstreaming*. Use this presentation if your audience is familiar with the site and wants to learn about what's new.

Additional resources related to staff development are available in the Professional Development section of www.unitedstreaming.com. Visit the Trainer's Toolkit to access and download materials such as the User Guide or *unitedstreaming* in Action pages with easy-to-use steps on a variety of features. Take Lesson 4 in Interactive Training to learn more about conducting your own *unitedstreaming* staff development workshop.

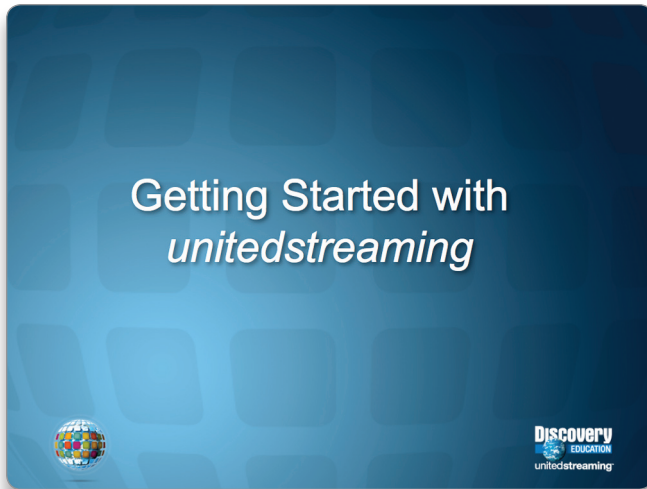


Welcome & Introduction

2-5
min.



Welcome Participants and Begin the Workshop



Preparation

- Turn your computer on and check to make sure that it is connected to a projector or TV.
- Check your Internet connection and make sure you can locate www.unitedstreaming.com.
- Insert the CD-ROM in your computer and locate the *PowerPoint* presentation "Getting Started with *unitedstreaming*." View the presentation in Slide Show mode, slide one.
- Have your school Passcode handy. You will need this when you help your participants create their individual accounts during your presentation.

Welcome & Introductions

1. Welcome participants.
2. Introduce yourself. Describe your background and experience with education and technology.
3. Invite participants to introduce themselves.
4. Establish ground rules for the workshop. Present them to, or develop them with, participants.

Suggested Ground Rules

- Keep cell phones on vibrate
- Limit sidebar conversations
- Share ideas and participate
- Ask questions

Tips

- Sharing personal experiences engages participants and builds credibility.
- Share a story or reflection from your personal experience to convey enthusiasm and passion for *unitedstreaming*.

NOTES:

Activator



Use an Activator to Demonstrate a *unitedstreaming* Project

1. Advance to slide two in the *PowerPoint* presentation by clicking the mouse.
2. Tell participants that before getting into the content of today's session, you would like to learn about their experiences using digital media like videos and images in the classroom.
3. Ask the question on the *PowerPoint* slide, "What are your experiences with using video and other digital media in the classroom?" Allow wait time, and encourage participants to share their experiences.
4. Click the mouse to view a list of terms. Explain that these are common integration techniques that teachers use with *unitedstreaming* content. Invite teachers to share examples of ways they have used these techniques and strategies in their classrooms.



Discussion Questions

- What are your experiences with using video and other digital media in the classroom?
- How do you use available hardware resources such as computers, LCD projectors and TVs in your classroom?

Tips

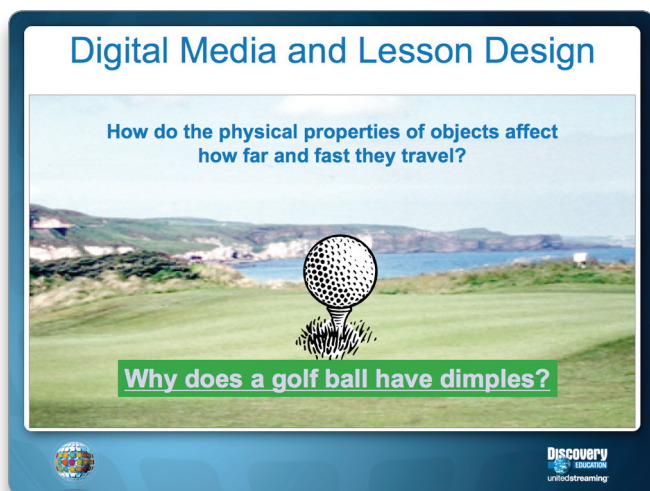
- Adult learners need to integrate new ideas with what they already know. Connect existing knowledge and experiences with new concepts and processes.

NOTES:

Activator



Use an Activator to Demonstrate a *unitedstreaming* Project



Discussion Questions

- How could this type of project be used in the classroom?
 - Possible Responses:
 - Teacher Presentation
 - Student-directed learning centers
 - Reading supplements
 - Background knowledge before reading or experimentation
- What are the benefits of incorporating video and images in the design of this activity?
 - Possible Responses:
 - Visualization of the concept
 - Student engagement, interest and motivation
 - Video content supports teaching objectives and curriculum standards

- Advance to slide three in the *PowerPoint* presentation.
- Explain that this is an example of how a teacher might integrate video and images into a lesson. In this example, the text "Why does a golf ball have dimples?" hyperlinks to a video segment.
- Model how a teacher might begin this lesson.
- Click the hyperlinked text to play the video. Show 2–3 minutes of the segment. Mention that a hyperlink is a link to another file, in this case a video file.

Example

How a teacher might begin this lesson ...

Over the past few weeks, we have been studying forces and motion. We have also discussed properties of matter. Today we are going to investigate the relationship between these two concepts. Specifically, we are going to take a look at how the physical properties of an object affect its motion. People like scientists, engineers, and even toy-makers use this kind of information when designing objects. Let's take a look at a golf ball. Why do you think golf balls have dimples?

Tips

- Point out how beginning a lesson or activity with a thought-provoking question sets the purpose for learning and helps to pique students' interest.

NOTES:

Agenda



Review the Workshop Objectives & Agenda

1. Advance to slide four in the *PowerPoint* presentation.
2. Click a second and third time to reveal the Workshop Objectives and review each objective.
3. Explain that *unitedstreaming* is easy to use and has thousands of exciting digital media resources that can be used in the classroom.
4. Reveal the Agenda.
5. Ask participants to take a moment to review the agenda.

Suggested Areas of the Site to Mention

- New look and feel of the *unitedstreaming* interface
- Powerful search tools
- Teacher Center tools
- Professional Development opportunities

Objectives & Agenda

Today's Objectives

By the end of today's training, participants will be able to:

- > Describe the tools and features available through *unitedstreaming*
- > Identify opportunities for classroom integration

Agenda

1. Welcome & Introductions
2. Activator: Digital Media in the Classroom
3. *unitedstreaming* Tools & Features
4. Integration Ideas
5. Professional Development Opportunities
6. Closure

Tips

- Avoid reading slides to participants. Expand on the talking points and use a conversational style.
- Be sure to mention in advance that there will be breaks. Long lectures or demonstrations are difficult to sit through and your participants may become impatient if they are unaware of the break schedule.

NOTES:

Passcode, Username & Password



Demonstrate the Log-In Procedure



Discussion Topics

- When you demonstrate how to create a new account, tell participants that they must fill in the required fields that are indicated by an asterisk. The "Terms of Use" box does not have an asterisk, but it is a required field and must be checked before the user can proceed.
- Explain that the desired username for each new account must be unique to the entire *unitedstreaming* user database. Usernames must be a minimum of six characters long. You should remind new users that letters, numbers, hyphens, and periods are the only characters that they can use as they create usernames and passwords.
- Recommend selecting the option to receive the monthly newsletter. This e-mail update includes information about new video titles, integration ideas, and staff development opportunities.

1. Advance to slide five in the *PowerPoint* presentation.
2. Tell participants that the first step in getting started with *unitedstreaming* is setting up a username and password.
3. Explain that the first time you access *unitedstreaming*, you will need to enter your eight-digit Passcode in the "NEW USER" section. Click the mouse and the orange box will move from the "NEW USER" section to the "LOG IN" section. Once you've created your account, you will always enter the site through the "LOG IN" section.
4. Explain that you will now go to the actual *unitedstreaming* website so you can demonstrate the features.
5. Click the hyperlink www.unitedstreaming.com at the bottom of the screen. This will open your web browser and take you to the *unitedstreaming* website.
6. Demonstrate the procedure for setting up a unique username and password using the school Passcode.
7. The next several pages of this guide are screenshots from *unitedstreaming* that are not included in the *PowerPoint* presentation. They are meant to visually guide you as the facilitator through the presentation while you are demonstrating from the live *unitedstreaming* site.

Tips

- Have the school Passcode(s) available for participants who may not have a *unitedstreaming* account.
- To obtain a school Passcode, contact your *unitedstreaming* Account Representative or call Discovery Education at 1-800-323-9084.

NOTES:

Search Features



Demonstrate the Search Features

1. Go to the homepage of the *unitedstreaming* website.
2. Conduct a few Keyword searches and demonstrate how you can search within specific media types.
3. Conduct a Subject search and demonstrate how to refine the results. Point out the “breadcrumb” trail that tracks the search path.
4. Conduct a Grade Search and demonstrate how to refine results within a grade range.
5. Conduct a Curriculum Standards Search and demonstrate how to locate video content within the results.
6. Click the Advanced Search link and explain how to search for Editable, Closed Captioned or Spanish Titles.

Discussion Topics

- How might Closed Captioned and Spanish titles be used in the classroom to support students receiving special education services?
- What types of projects could your students create using editable video titles?

Tips

- Before your presentation, test each search path to make sure it yields good results.
- Provide your participants with helpful search tips including Boolean Query and quotation marks.
- Boolean Query: include or exclude words or phrases—for example revolution NOT industrial.
- Quotation Marks: search for a specific phrase—for example, “magic school bus”—to constrain your search results to media that includes the entire phrase in the title or description.



Suggested Search Paths

Keyword

- Hurricanes / WITHIN / All Content
- Africa / WITHIN / Images
- Drum / WITHIN / Audio

Subject

- Science / Life Science or Biology / Ecosystems and Biomes
- Math / Grade 6–8 / Ratio, Proportion, and Percent
- Social Studies / History / Civics / Grade 9–12 / The Law

Grade

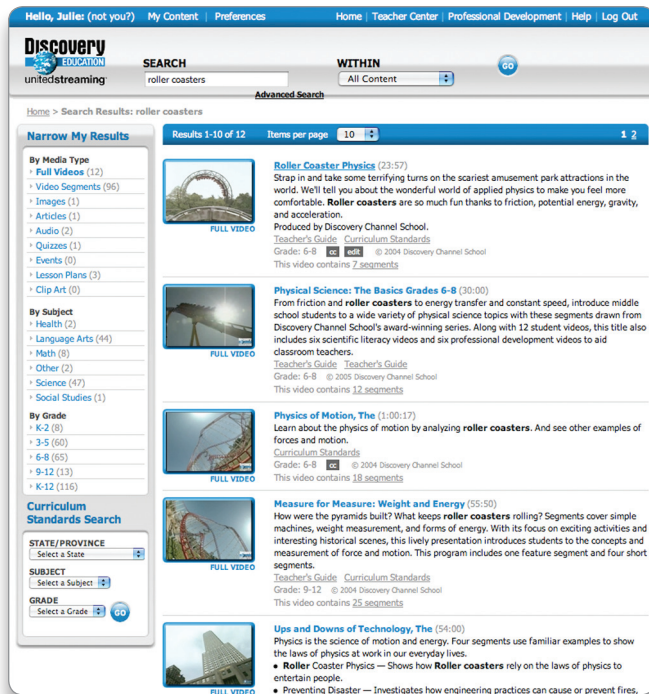
- K–2 / Language Arts / Reading
- 3–5 / Math / Geometry / Video Segments
- 6–8 / Social Studies / Lesson Plans

NOTES:

Search Results



Review The Search Results



1. Type "roller coaster" in the Keyword search box on the home page and click "GO" or use other keywords that you have previewed that align with the group's interests.
2. Point out that search results within All Content return full videos in the main results area. Other media types are listed on the left side of the screen.
3. Demonstrate how to modify the number of items displayed on each page by using the drop-down menu and selecting the desired number of Items per page.
4. Point out available information for a specific video including the title, run time, description, grade range, accompanying resources like Teacher's Guides and Blackline Masters, and icons for Closed-Captioned, Editable and/or Spanish videos.

Discussion Topics

- Keyword search results locate a variety of digital media resources. How might resources like photographic images, clip art, sound files and animations be combined to create an interactive multimedia presentation?

Tips

- You can easily search for specific images or audio files using the Keyword search by selecting the appropriate media type from the Within dropdown menu.
- The keyword(s) you enter will appear in bold within the video description.
- Click the thumbnail image or the title to view the video.

NOTES:

Streaming & Downloading



Demonstrate How To Stream & Download Videos

1. Click a thumbnail or video title to view the full video asset detail page.
2. Review the new features, including the Printer Friendly and E-mail a Friend links.
3. Click the Video Segments Tab.
4. Demonstrate how to stream a video. Select media settings and then click the Play icon next to the segment you wish to view.
5. Demonstrate the process for downloading a video segment:

PC

1. Right-click the Download icon and select "Save Target As."
2. Navigate to the desired location.
3. Save the file.

Mac

1. Control-click the Download icon and select "Download Linked File."
2. Navigate to the desired location.
3. Save the file.

6. Click the Citations tab and explain to participants that Discovery Education requests that digital media be cited when used to create instructional materials. Demonstrate how to highlight and copy a citation and then paste it into a document.
- Click the Related Materials tab and describe each resource.

Media Settings

- Choose *Windows Media Player* for PC
- Choose *QuickTime* for Mac
- Choose Embed in Web Browser and the video will play right on the page.
- Choose Stand-Alone Application and a new player window will open.

Full Video	Video Segments	Citations	Related Materials
Roller Coaster Physics (23:57)			
This video contains 7 segments.			
Select To Add			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion Topics

- What organizational strategies do you use in the classroom to manage your students' electronic files and projects?
- When students are working independently at computer stations or in cooperative learning groups, what classroom management techniques do you employ to field questions and provide feedback?

Tips

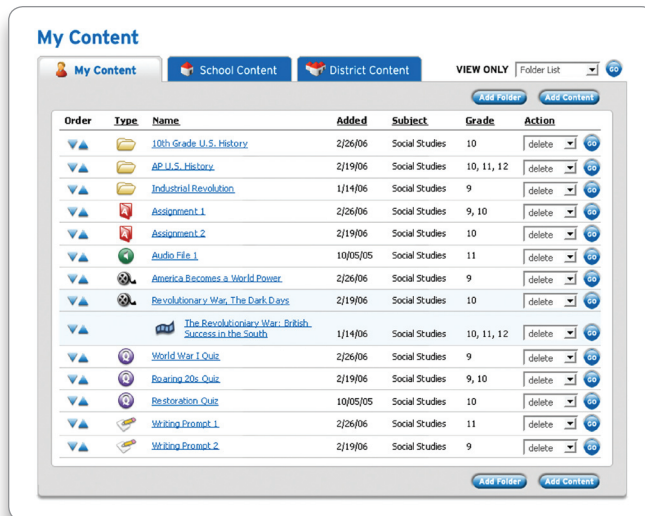
- In many staff development situations, adult learners want to gain concrete skills that they can apply directly to their teaching practice. Use a straightforward, how-to approach when demonstrating streaming and downloading.

NOTES:

My Content



Demonstrate My Content Functionality



1. Explain that My Content is a new feature that allows you to collect, organize, share and retrieve your favorite *unitedstreaming* content.
2. Navigate to the Video Segments tab for a specific video.
3. Demonstrate how to add a video segment to My Content.
4. Demonstrate how to access saved materials by clicking the My Content link at the top of the screen.

My Content Features

Adding resources to My Content does not initiate a playing or downloading procedure. The purpose of My Content is to bookmark the resource to avoid searching for it again. My Content allows you to create sub-folders so you can organize your resources. Use the pull down menu to copy, move, share, and delete resources at any time. Use the arrows to move resources up or down the list so they are organized in the way that is most useful to you.

Discussion Topics

- How can *unitedstreaming*'s My Content feature be used to support teacher collaboration and mentor/mentee relationships in our school or district?

Tips

- Make sure to enable pop-ups from *unitedstreaming* when adding material to My Content. If you are using a PC, hold down the "Control" key when clicking the "ADD" button to temporarily allow the pop-up window to open.

NOTES:

Teacher Center



Review The Teacher Center Tools

1. Click the Teacher Center link at the top of the screen. Point out that just like My Content, the Teacher Center is accessible from anywhere on the site.
2. Briefly describe each tool and resource.

Discussion Topics

- The Assignment Builder allows you to collect a variety of digital media in one place. How might you make the assignment interactive for students?
- How can Writing Prompts be used to support math, science and social studies curricula?
- How could the Calendar feature be used as an activator at the beginning of a lesson?

Teacher Center

Make the most of unitedstreaming content with these tools and resources.

CLASSROOM TOOLS

Assignment Builder
Build and store assignments for your students that use unitedstreaming's curriculum content.
[Go To](#)

Quiz Builder
Incorporate video clips into interactive quizzes with unitedstreaming Quiz Builder!
[Go To](#)

Writing Prompt Builder
Give students writing practice with these images that include composition prompts.
[Go To](#)

CURRICULUM RESOURCES

Calendar
Help students connect the past and present with videos tied to historical events.
[Go To](#)

Lesson Plan Library
Tap into more than 200 lesson plans designed for unitedstreaming videos.
[Go To](#)

Thematic Focus
Browse weekly teaching topics that include video segments, lesson plans, and student activities.
[Go To](#)

TEACHER COMMUNITY

Discovery Educator Network
Explore resources and community tools for educators -- including exclusive content.
[Visit the DEN](#)

unitedstreaming Newsletter
Each month, learn about unitedstreaming events and activities.
[View Newsletter](#)
[Sign Up Now](#)

Tips

- Adult learners like to have a role in making decisions about their learning experiences. Instead of following a particular sequence or order, ask participants which tool they would like to learn about first.

NOTES:

Teacher Center



Classroom Tools

Assignment Builder

- Create online assignments, WebQuests and activities that incorporate digital media, quizzes and website links
- Students access assignments through the Student Center

Quiz Builder

- Incorporate video segments into interactive quizzes that students can access through the Student Center
- Search over 2,000 pre-made quizzes, choose individual questions or write your own

Writing Prompt Builder

- Stimulate the writing process with images that support declarative, persuasive, narrative and expository writing exercises
- Search the library for pre-made prompts or create your own

Curriculum Resources

Calendar

- Video content that presents important historic events, prominent people, commemorative events, and cultural celebrations
- Organized by subject area

Lesson Plan Library

- Engaging lessons in six subject areas that correlate to *unitedstreaming* videos
- Download in *Microsoft Word* or PDF format

Thematic Focus

- Links to teacher resources, student activities and videos organized around a central theme
- New themes added weekly

Teacher Community

Discovery Educator Network

- Global community of educators who are excited by the power of digital media
- Members have access to resources, professional development events and networking opportunities

Newsletter

- Monthly newsletter detailing news, events, and activities

NOTES:

Integration Techniques



Demonstrate Digital Media Integration Techniques

1. Teachers learn best when they share their ideas and collaborate. Take a few minutes to show participants some teacher-created materials that integrate *unitedstreaming*'s digital media. Mention that with some basic skills in using software like *Microsoft Word*, *PowerPoint* and *Inspiration*; it's very easy to create engaging materials like these.
2. Minimize the *unitedstreaming* web browser window.
3. Open the CD-ROM and locate the project & lesson example(s) of your choice to demonstrate digital media integration ideas.

Suggested Demonstrations

Inspiration Example: Newton's Laws of Motion

- Click "the law of acceleration" to reveal additional notes.
- Double-click the movie icon on the center image to play the video.

PowerPoint Example: Cell Presentation

- The cell image was downloaded from *unitedstreaming*.
- View the presentation in Slide Show mode. Click the "cell membrane" label to illustrate the concept of a text hyperlink or click the "Nucleus" label to demonstrate the look of an embedded video segment in a *PowerPoint* slide.

PowerPoint Example: Sea Creatures

- Colorful images were downloaded from *unitedstreaming* and inserted into the *PowerPoint* presentation.
- Click on a sea creature to illustrate the concept of an embedded video.



Discussion Topics

- How might these project examples be used in the classroom? How might teachers make use of interactive lessons like these in a learning center or as a cooperative learning activity?
- Ask participants what software programs are available in their classrooms. Invite the group to describe digital media projects they have already created or brainstorm new ideas.

Tips

- Sometimes showing an example is not enough—participants want to understand how something was created. If time permits, examine the projects used as examples to demonstrate how the hyperlinks and embedded segments were added to those files.

NOTES:

Professional Development



Review Discovery Education's Professional Development Options



1. Open the *unitedstreaming* browser window. Click the Professional Development link from the navigation bar at the top of the screen.
2. Explain that Discovery Education offers a broad spectrum of staff development options ranging from self-guided experiences for educators to downloadable training resources and customizable workshops for instructors.
3. Briefly describe each resource.

Discussion Topics

- Ask the group if anyone has participated in an online "webinar" or taken an interactive training course. Explore these offerings and discuss the benefits of online staff development.
- How might a customized Digital Connections webinar be incorporated into an in-service staff development day?

Tips

- Present professional development opportunities that are relevant to your audience. If you are presenting to a group of teachers, suggest the Interactive Training lessons or Courses for Credit and point out the CEU certificate options. If you are presenting to administrators or trainers, point out the downloadable resources in Trainer's Toolkit or the customizable Digital Connection sessions.

NOTES:

Professional Development



Interactive Training

- Web-based, self-paced lessons demonstrate best practices for using *unitedstreaming* digital media
- Credit option available

Webinars & Digital Connections

- A webinar is an online seminar with interactive elements
- Engage directly with a certified Discovery Education instructor online and via phone in a public session or collaborate with the instructor to create a custom Digital Connection workshop

Courses for Credit

- College courses can be taken individually or applied to a certificate or master's degree program

Trainer's Toolkit

- Download resources like the User Guide, the QuickStart guide and the new series *unitedstreaming* in Action

Project Demonstrations

- Download exemplary lesson plans, multimedia projects and tutorials
- Content supports the successful integration of *unitedstreaming* digital media with popular software programs such as *Inspiration*, *TimeLiner*, *iMovie* and *Movie Maker*

Teaching Tips & Best Practice Video Segments

- Preview short technology tips and learn how to infuse your lessons with technology
- View brief video segments extracted from longer video titles that address timely educational themes

Tech Talk

- Locate resources to help you successfully launch *unitedstreaming* at your school or district and documents that address technical and network issues

NOTES:

Technology Information

5-10 min.

Discuss Technology Strategies

Technology Information

Where will we store our downloaded video segments?

Device	Storage Capacity	# of Video Segments	# of Full-length Videos
CD-ROM	650 MB	50	2-5
Computer Hard Drive	1 GB	75	3-7
Computer Hard Drive	20 GB	1,500	75-100
Dedicated Server	600 GB	40,000	4,000

Technology Information

What types of software do I need to get started on *unitedstreaming*?

- Internet Explorer is the recommended browser.

You will also need:

- PCs: *Windows Media Player* (version 9 or later)
- Macs: *QuickTime Player* (version 6 or better)
- Macromedia Flash Plug-In*
- Adobe Reader*

1. Minimize the *unitedstreaming* browser window.
2. Open the *PowerPoint* presentation and go to slide eight.
3. Review storage considerations and service options.
4. Click to advance to slide nine and review Third Party Software requirements.

Service Options

Local Host

Content shipped via hard-drive; hosted on your server

Network Manager

Schedules downloads at off-peak times

Blocktime Editor

Schedules times to restrict streaming and downloading

Upload Manager

Upload your school's content to *unitedstreaming* for your users only

Discussion Topics

- Explain the benefits of downloading short segments rather than full length videos. How might a short video segment be used at the beginning or end of a lesson?
- Explain that one minute of video requires 1.8 MB of storage space on digital media. Explain that just one minute of video contains too much data to be stored on a floppy disk.

Tips

- Photocopy and distribute the technical issues handouts. They are available in the Staff Development Workshop Materials section of this Training Kit and in the "Training Resources" folder on the CD-ROM.
- Questions may arise about service options. Provide the toll free number for additional questions 1-800-323-9084.

NOTES:

Technology Information

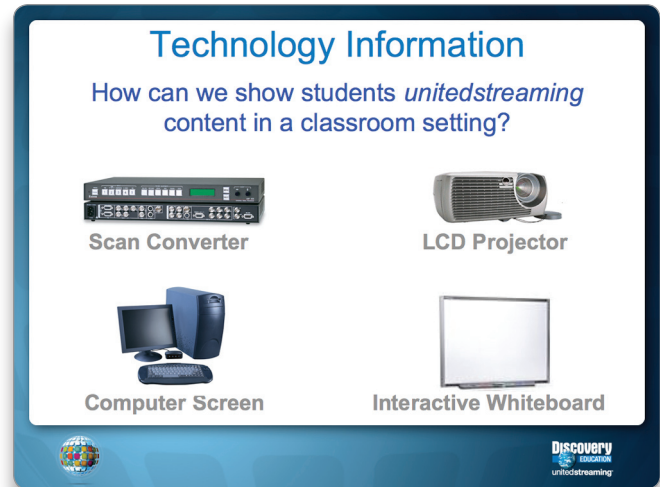


Discuss Methods Of Displaying *unitedstreaming* Content

1. Click to advance to slide ten of the *PowerPoint* Presentation.
2. Discuss the various ways to display *unitedstreaming* content in the classroom.

Discussion Topics

- What types of hardware devices are available in your classrooms? How could they be used to present *unitedstreaming* content?
- What works well in your classroom? Describe your students, classroom setup and technology resources.
- What does not work well in your classroom? Why? What solutions or “work-arounds” have you developed?



Tips

- Adults bring a great deal of life experience with them to a staff development session. Encourage participants to share technology successes, challenges and solutions.

NOTES:

Summarizer

5 min.



Conclude The Session With A Summarizer

Summarizer

3 things I learned...

2 connections I made...

1 idea I will try right away...

1. Provide participants with the opportunity to summarize what they have learned. Tell them that you would like them to reflect on new ideas and concepts and any connections they made to their subject area and curriculum. Ask them to jot down answers to the summarizer statements.
2. Invite a few participants to share their responses with the group.
3. Thank participants for their time.
4. Provide closing remarks and end the session on time.

Discussion Topics

- Now that you know what types of digital media resources are available on *unitedstreaming*, how will you incorporate these resources in your classroom?
- What types of staff development workshops could we offer in the future to expand your knowledge of and experience with digital media?

Tips

- According to theories on adult learners, adults who do not summarize their learning lose it within one hour. Provide your participants with an opportunity to summarize what they have learned. The 3-2-1 Summarizer handout is available in the Staff Development Workshop Materials section of this Training Kit and on the CD-ROM.

NOTES:

Glossary of Terms



Bandwidth

The amount of information or data (text, images, video, sound) that can be sent over a communication channel, such as a network, in a given period of time. The higher the bandwidth, the more information the channel can carry. It is similar to roadways—a four-lane highway can carry more traffic than a two-lane highway.

Blackline Masters

Supplementary materials in the form of worksheets and other tools associated with *unitedstreaming* video programs. They are in PDF format so that they can be easily downloaded and printed to hand out to students. You will need *Adobe Acrobat Reader* installed on your computer to be able to open these files.

Buffer

A temporary storage location for data information being sent or received. It compensates for differences between two different devices in ability or speed in data handling. The buffer functions like a reservoir, capturing the data and then letting it out at speeds the lower-capacity device can accommodate. The verb buffer refers to the act of collecting and storing the data until it can be used.

Digital Connection

A half-day staff development session that combines customized, online instruction with a hands-on workshop using the hardware and software in your computer lab. Certified Discovery Education (DE) Instructors use web-based whiteboard tools to engage participants in brainstorming strategies and lesson ideas. Participants then build their own classroom projects with *unitedstreaming* digital media. Sessions conclude online in an open dialogue with the DE Instructor as participants share their projects and questions.

Download

To transfer or save a file from a computer or server to your own computer via the Internet. Things you might download include video and image files. After an image or video is downloaded, you may view the file on your own computer without being connected to the Internet.

Embedded Video

When you embed a downloaded video file, you insert it right into your document much as you would a picture or clip art file. Embedding makes use of the multimedia capabilities in software such as *PowerPoint*, *AppleWorks*, and *Keynote* and allows teachers to create presentations that do not rely on separate media players. Embedding is an effective way to add video content to existing presentations, create interactive learning projects with menus and text prompts, or develop slide shows in which video files play automatically.

Hyperlink

A hyperlink is a text or graphic element that points to a specified web page or opens a digital file that has been saved on a local computer or network server. After you have downloaded and saved *unitedstreaming* video segments, you can create hyperlinks using text and images. Users simply click the text or image hyperlink to open and play a video segment. Hyperlinking is a simple way for teachers and students to play video files within a separate media player window that provides access to player controls such as volume, play, pause, and stop.

PDF file

Portable Document Format. This format was developed by *Adobe* to allow files to retain their original formatting regardless of whether the end user has the program with which the file was created. The documents will have the extension "PDF." You must have *Adobe Acrobat Reader* (A free download from the *Adobe* website) installed on your computer to be able to open the files.

Stream

Any data transmission that occurs in a continuous flow. Streaming audio and video files allow you to display or play the beginning before all the data has been transferred. A *unitedstreaming* video file can be streamed and played in *Windows Media Player* (PC) or *QuickTime* player (Mac). You can begin viewing the file with little delay as opposed to waiting for the entire file to download.

Teacher's Guide

A supplementary guide is available for most *unitedstreaming* video programs. Teachers Guides contain program objectives, discussion questions, and lesson plans that support *unitedstreaming* video content. The PDF format ensures easy downloading.

Webinar

An online seminar with interactive training elements. Discovery Education offers 30–60 minute sessions using the platform *WebEx™* and a phone. A variety of topics and times are available each week—all free with your *unitedstreaming* license.

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